



ADUR & WORTHING
COUNCILS

Revenues & Benefits

PO Box 5000, Worthing, BN11 1JN

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Phone: 01903 221061 (Worthing residents)

Minicom: 01903 204500

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Council Tax

Details of vacation (leaving the property)

Address of the property (if different)

Your account reference:

Your property reference:

Date:

Please fill in and return this form if you have left or sold the above property.

If you were renting the property

Date that your tenancy ended :

Date that you vacated (left) the property:

Did you rent the property furnished or unfurnished?

Name and address of your landlord:

Did all members of your household vacate (leave) the property with you?

Forwarding addresses of everyone leaving the property:

Details of the new tenants, if you know:

If you owned the property

Date that the sale was completed:

Date that you left the property:

Was the property furnished or unfurnished, or did you give vacant possession?

Name and address of the new owner:

Did all members of your household leave the property with you?

Forwarding address of everyone leaving the property:

Name and address of your solicitors:

(continued over the page)

Name, address and bank account details of the person that any refund should be paid to

Person who any refund is to be paid to:

Name of the bank that any refund is paid to:

Bank sort code that any refund is paid to:

Bank account number that any refund is paid to:

Bank account name:

Please note: if the Council Tax account is in joint names and the other account holders enquire about any refund that is due, they may be advised that the refund has been paid to you. You are accepting the refund on this basis.

Declaration

- I confirm that the information I have given is true and complete.
- I understand that the Council may advise other people who are jointly named on the account that any refund has been paid to me.
- I understand that the Council may use the information I have given to maintain Council Tax, Housing Benefit and Electoral Register records.
- I give the Council permission to check the information I have given.
- I will let the Revenues & Benefits Service know immediately if my circumstances change.
- I know that I may be subject to a fine and/or prosecution if I give false information.

Your signature:

Print your name:

Your phone number (so we can contact you about any queries):

Your email address (so we can contact you about any queries):

Date:

Adur & Worthing Councils are the data controllers for the purposes of applicable data protection legislation in relation to administering Council Tax. Full details about how your personal data is used are available at www.adur-worthing.gov.uk/council-tax/privacy-notice.

You can also get this form in large print.